



THIS IS NOT  
AN ORDER

**REQUEST FOR BIDS/PROPOSALS COVERSHEET**  
**THE UNIVERSITY OF SOUTHERN MISSISSIPPI**  
**Procurement and Contract Services**  
**703 E. Beach Dr. Ocean Springs, MS 39564**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

**Bid No. 26-17**

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

TERMS - Bidder should state terms of sale. Our terms are 2% ten days, net 45 days. These terms will apply per Mississippi law.

AWARDING CONTRACT - Cash terms will not be used as a basis for awarding contracts; however, the University will accept cash discounts when earned.

THE UNIVERSITY OF SOUTHERN MISSISSIPPI is considering the purchase of the following item(s). We ask that you submit your bid and retain one copy for your files. Right is reserved to accept or reject any part of your bid. Your quotation will be given consideration if received in Bond Hall, Room 214 on or before:

February 20, 2026 2:00 p.m. CDT

Buyer: Millissa Weaver

NOTE: If you cannot quote on the exact material shown, please indicate any exception giving brand name and complete specifications of any alternate. If additional space is required, use a separate sheet or letter of transmittal.

ITEM	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL NET PRICE
		<p><b>RFP Bid# 26-17</b> <b>Lease Area Oyster Reef Plot</b> <b>Augmentation #2 as per attached</b> <b>specifications.</b></p> <p><b>RFX 3160007850</b></p> <p>PROPOSAL MUST BE RETURNED TO THE UNIVERSITY IN ACCORDANCE WITH THE SPECIFICATIONS. RFP NUMBER AND DATE OF BID OPENING MUST BE SHOWN ON THE OUTSIDE OF THE ENVELOPE IF USING THAT METHOD.</p>		

We quote you as above-F.O.B. The University of Southern Mississippi. Shipment can be made in \_\_\_\_\_ days from receipt of order. DATE \_\_\_\_\_ TERMS \_\_\_\_\_  
Return quotation to Procurement Services at above address.

## **Advertisement for Bids**

### **The University of Southern Mississippi Gulf Coast Research Laboratory Ocean Springs, MS**

#### **Notice To Contractors Reef Augmentation #2**

Sealed bids will be received by The University of Southern Mississippi, Gulf Coast Research Laboratory in the Halstead Campus Receiving Office, located at 703 East Beach Drive, Ocean Springs, Mississippi 39564, until 2:00 p.m. CDT Friday, February 20th, 2026, for supplying all labor, equipment, and materials necessary for the construction of the above referenced project. All bids received will be publicly opened and read aloud.

If anyone prefers to submit their bid electronically, please follow the instructions below using the following website: [https://www.ms.gov/dfa/contract\\_bid\\_search/Home/Sell](https://www.ms.gov/dfa/contract_bid_search/Home/Sell). If you are not already registered in this system, potential bidders will first need to click on "Supplier Registration" and follow the steps outlined (a one-time process). Once registered, return to the original website, and click on "Procurement Opportunities" where you can either search by keyword for the bid you desire to respond to or leave the search box blank and click "Search" for a listing of all current bids and proposals for the various State of Mississippi offices. The work shall consist essentially of the following items: contractor to perform a second augmentation to multiple one acre oyster reef plots (2 per lease area) within four 50-acre lease areas, including surficial enhancements of #57 limestone gravel substrate to the designated plots at time TBD in the spring-summer of 2026.

All other related items of work required to complete the project as shown and specified in the Contract Documents. The above general outline of features of the work does not in any way limit the responsibility of the contractor to perform all work and furnish all labor, equipment and materials required by the specifications and the drawings referred to therein. Detailed specifications may be secured from the above office upon request or on our website <https://www.usm.edu/procurement-contract-services/current-bid-opportunities>, or by calling 228-818-8001 and referencing bid #26-17. The attention of bidders is directed to the Special Provisions governing selection and employment of labor. Minimum wage rates for Federal-Aid projects have been predetermined by the Secretary of Labor and are subject to Public Law 87-581 Work Hours Act of 1962, as set forth in the Contract Provisions. The University of Southern Mississippi hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged and women's business enterprises will be afforded full

opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award. The award of this contract will be contingent upon the Contractor satisfying the DBE/WBE requirements. Each bid shall be accompanied by a Certified Check on a solvent bank or a Bidder's Bond issued by a Surety Company licensed to operate in the State of Mississippi, in the amount of five percent (5%) of the total bid price, payable to the University of Southern Mississippi as bid security. Bidders shall also submit a current financial statement, if requested by the University. The successful bidder will be required to furnish a performance and payment bond in the amount of one hundred percent (100%) of the contract amount. Both bonds shall be signed and countersigned by a Mississippi Resident Agent. The proposal and contract documents in its entirety shall be submitted in a sealed envelope and deposited with the Gulf Coast Research Laboratory Halstead Campus Receiving Office, Ocean Springs, Mississippi prior to the hour and date above designated. The University of Southern Mississippi reserves the right to reject any or all proposals, to waive technicalities or irregularities, or to advertise for new proposals, and the decision of the University to reject any bid or proposal shall not be cause for any liability or damages against the University of Southern Mississippi, any officers, or employees. The bidder must agree to commence work on or before a date to be specified in a written "Notice to Proceed" of the Owner and to fully complete the project within the Contract Time. The bidder must also agree to pay as liquidated damages the sum specified in the Standard Specifications per day for each calendar day of overrun in Contract Time that work is not completed. The attention of Bidders is directed to the provisions of Subsection 102.07 pertaining to irregular proposals and rejection of bids.

Millissa Weaver  
Procurement Coordinator  
Gulf Coast Research Laboratory  
(228) 818-8001

Publish **2** times and charge to The University of Southern Mississippi:

01/18/2026  
01/25/2026

**Bid # 26-17****RFX 3160007850****University of Southern Mississippi****Lease Area Oyster Reef Plot Augmentation #2****1.0 Introduction**

The University of Southern Mississippi (USM) Gulf Coast Research Laboratory is seeking to procure a contractor to augment multiple oyster reef plots within one-acre areas (2 per lease area) within four 50-acre sites, using surficial enhancements of #57 limestone gravel to the designated plots at a time TBD in the spring-summer of 2026.

**2.0 Specifications****2.1 GENERAL PERFORMANCE SPECIFICATIONS**

Adherence to timing and precision of gravel applications within delineated plots is critical to the success of this project. Prescribed quantities of material must be spread evenly across created reef plots as defined by geolocated maps of the plots to be provided by the project manager. Areas enclosing plots are defined by GPS coordinates within the NAD83 CRS as specified in Tables 1 and 2 below. The contractor must immediately notify USM project manager of any anticipated deviation from the specified times and placements of gravel application, and remediation pursued. A quality control procedure involving side-scan sonar imagery before and after the application period will ensure specifications were followed.

Vendor should quote the lead time required for obtaining the materials and conducting the work for the quoted contract. All required materials for the augmentation should be acquired as a one-time purchase. Required permits have been obtained by the contractee. Sealed bid responses to be received by **2:00 PM CDT on Friday, February 20, 2026** (see specifications below).

**2.2 REQUIREMENTS**

The following specifications are to ensure that the contractor performs the tasks necessary to satisfy the project's objectives. Any deviation from the following specifications must be explained, justified and rectified.

Bidder shall meet or exceed the following specifications:

- four 50-acre site areas
  - see Figs 1-3, below
  - two in western MS Sound and two in Eastern MS Sound
  - Geographic coordinates of site areas specified in table 1 below

- Eight one-acre bounded pre-existing plots areas per site
  - six of which contain established base reefs
    - Base reefs for 24 reef plots were created within one-acre bounded areas
      - Within six one-acre areas at each of the four sites
      - Base reefs were completed in two phases in spring and summer of 2024
        - One site was completed within each region of MS Sound during each phase
        - Each base reef plot was constructed using **800** cubic yards of number 4 limestone gravel
    - To fulfill this bid, surficial enhancement of the designated reef plots will be conducted at a time TBD in spring-summer of 2026 (TBD - April-July 2026)
    - The first augmentation of two plots per area occurred in late May 2025
      - The same two plots (plots 5 & 7) within each of the four sites were augmented during the May 2025 event
    - The time window for the second augmentation event will be arranged between contractee and contractor
      - Surficial enhancement of 2 of the 6 base reef plots
        - For the same two plots (plots 3 & 4) within each of the four sites (See Figs. 4-5 below)
        - even dispersion of surficial enhancement material across the reef-plot areas
        - **100** cubic yards of No. 57 limestone per reef plot
        - The four other base reef plots at each site did not receive any enhancement during this event
        - the two control plots lacking base reefs at each site did not receive any enhancement
  - GPS coordinates for individual plot-area boundaries are predetermined
    - Geo-referenced side-scan profiles of base reef plots within base-reef plot areas are available from the contractee (e.g., Fig. 5b).
    - See Tables 1 and 2 below for GPS coordinates for lease areas and reef-plot area boundaries in NAD83 CRS
      - Or alternatively, in NAD 83 Mississippi State Plane feet
    - See Figures 4 and 5 below for layout configurations of reef plot areas and reef plots within 50-acre sites:
      - Plot areas (one-acre) arranged near perimeter of 50-acre site areas
        - Areas of bare substrate interdigitate with reef- plots
        - Independence of treatments is thereby maintained
  - Reef Material for augmentation
    - #57 LIMESTONE GRAVEL – particle size = 0.5" – 1.0"
      - Estimated 1 cu yd = 1.2 ton

- Total particle size range of 3/16 – 1.5”
  - Gravel largely consists of 3/8 - 1.0” range
- To be applied to two reef plots per one-acre plot area (see Tables 1 and 2, and Figs. 4 and 5 below)
- applications of limestone gravel enhancement to be dispersed evenly across existing base reef profiles
  - i.e., previous base plots of 800 cubic yards of #4 limestone
    - deposited within predefined boundaries of 1-acre plot areas
  - even application of surficial enhancement treatments on existing base reef plots
    - **100** cubic yards of #57 limestone gravel per each reef plot
- Plot specifications
  - Six plot areas per site have existing base reefs
  - Two of the six reef plots at each site will receive the surficial enhancement
    - i.e., two reef plots per site area will receive surficial enhancements
    - four site areas × two reef plots = 8 total reef plots to be enhanced for this bid
  - Labor and deployment costs:
    - Surficial enhancement to be deployed in late spring to mid-summer of 2026 (t2) (see Fig 5)
      - Reef plots 3 and 4 to be enhanced at each of the four sites
    - This application constitutes the second surficial enhancement treatment at designated time, t2
- **Performance criteria:**
  - Prescribed quantities of material should be spread evenly across created base reef plots situated within plot area boundaries
    - Base reef profiles are roughly doughnut shaped within plot area boundaries (Fig. 5b)
      - Barges were tethered to reef plot center and moved around via small tug while distributing base-reef rocks
      - Base reefs provide the targets for this augmentation
  - Timing of gravel applications should occur within a designated bi-weekly period
  - Spatial accuracy of applications to within 10 m of designated reef plot edges
  - Contractor must immediately notify USM project manager of any anticipated deviation from the specified times and placements of gravel application
  - A quality control procedure will ensue before and following each application period to ensure applications adhered to specifications
  - Non-compliance with contract specifications subject to nonpayment

Table 1. GPS coordinates (CRS = NAD83), for site boundary corners. Subtidal depth ranges for sites: UEBN = 3-6 feet; UEBS = 5-8 feet; UEPW = 5-6 feet; UEPE = 4-5 feet.

<b>Zone</b>	<b>Lease</b>	<b>Site</b>	<b>Corner</b>	<b>Latitude</b>	<b>Longitude</b>
Bay St. Louis	Northern	UEBN	NE	30.3050	-89.2986
Bay St. Louis	Northern	UEBN	SE	30.3009	-89.2986
Bay St. Louis	Northern	UEBN	SW	30.3009	-89.3034
Bay St. Louis	Northern	UEBN	NW	30.3050	-89.3034
Bay St. Louis	Southern	UEBS	NE	30.2626	-89.3041
Bay St. Louis	Southern	UEBS	SE	30.2576	-89.3041
Bay St. Louis	Southern	UEBS	SW	30.2576	-89.3089
Bay St. Louis	Southern	UEBS	NW	30.2626	-89.3089
W Pascagoula R	Eastern	UEPE	NE	30.3331	-88.6470
W Pascagoula R	Eastern	UEPE	SE	30.3289	-88.6490
W Pascagoula R	Eastern	UEPE	SW	30.3304	-88.6533
W Pascagoula R	Eastern	UEPE	NW	30.3348	-88.6512
W Pascagoula R	Western	UEPW	NE	30.3383	-88.6615
W Pascagoula R	Western	UEPW	SE	30.3343	-88.6615
W Pascagoula R	Western	UEPW	SW	30.3343	-88.6664
W Pascagoula R	Western	UEPW	NW	30.3383	-88.6664

Table 2. Specification of coordinates for plot area corner along with their Plot ID numbers and positions within designated site areas (see figures below) – Reef plots are numbered from left to right starting from upper left corner of each site area and going across and down – corners of plot areas: UL – upper left; UR upper right; LL – lower left; LR - lower right. NA – not applicable; Base – base reef 800 cubic yards per acre applied in spring and summer of 2024 (~6" base depth) (i.e., at time 0); Second enhancement = 100 cubic yards/acre application of # 57 limestone gravel (i.e., at time 2) (see diagram below). GPS coordinate reference system (crs) = NAD83. For this bid, plot numbers 3 and 4 (in bold) are designated for surficial enhancement within each of the four sites.

Zone	Relative Postn	Site Label	Plot ID	Enhancement Spring (2025)	UL Lat	UL Long	UR Lat	UR Long	LL Lat	LL Long	LR Lat	LR Long
Bay St SL	Northern	UEBN	BN-1	NA	30.304381	-89.302653	30.304381	-89.301993	30.303810	-89.302653	30.303810	-89.301993
Bay St SL	Northern	UEBN	BN-2	NA	30.304381	-89.301333	30.304381	-89.300673	30.303810	-89.301333	30.303810	-89.300673
<b>Bay St SL</b>	<b>Northern</b>	<b>UEBN</b>	<b>BN-3</b>	<b>NA</b>	<b>30.304381</b>	<b>-89.300013</b>	<b>30.304381</b>	<b>-89.299353</b>	<b>30.303810</b>	<b>-89.300013</b>	<b>30.303810</b>	<b>-89.299353</b>
<b>Bay St SL</b>	<b>Northern</b>	<b>UEBN</b>	<b>BN-4</b>	<b>NA</b>	<b>30.303238</b>	<b>-89.302653</b>	<b>30.303238</b>	<b>-89.301993</b>	<b>30.302667</b>	<b>-89.302653</b>	<b>30.302667</b>	<b>-89.301993</b>
Bay St SL	Northern	UEBN	BN-5	YES	30.303238	-89.300013	30.303238	-89.299353	30.302667	-89.300013	30.302667	-89.299353
Bay St SL	Northern	UEBN	BN-6	NA	30.302095	-89.302653	30.302095	-89.301993	30.301524	-89.302653	30.301524	-89.301993
Bay St SL	Northern	UEBN	BN-7	YES	30.302095	-89.301333	30.302095	-89.300673	30.301524	-89.301333	30.301524	-89.300673
Bay St SL	Northern	UEBN	BN-8	NA	30.302095	-89.300013	30.302095	-89.299353	30.301524	-89.300013	30.301524	-89.299353
Bay St SL	Southern	UEBS	BS-1	NA	30.261533	-89.308153	30.261533	-89.307493	30.260961	-89.308153	30.260961	-89.307493
Bay St SL	Southern	UEBS	BS-2	NA	30.261533	-89.306833	30.261533	-89.306173	30.260961	-89.306833	30.260961	-89.306173
<b>Bay St SL</b>	<b>Southern</b>	<b>UEBS</b>	<b>BS-3</b>	<b>NA</b>	<b>30.261533</b>	<b>-89.305513</b>	<b>30.261533</b>	<b>-89.304853</b>	<b>30.260961</b>	<b>-89.305513</b>	<b>30.260961</b>	<b>-89.304853</b>
<b>Bay St SL</b>	<b>Southern</b>	<b>UEBS</b>	<b>BS-4</b>	<b>NA</b>	<b>30.260390</b>	<b>-89.308153</b>	<b>30.260390</b>	<b>-89.307493</b>	<b>30.259818</b>	<b>-89.308153</b>	<b>30.259818</b>	<b>-89.307493</b>
Bay St SL	Southern	UEBS	BS-5	YES	30.260390	-89.305513	30.260390	-89.304853	30.259818	-89.305513	30.259818	-89.304853
Bay St SL	Southern	UEBS	BS-6	NA	30.259247	-89.308153	30.259247	-89.307493	30.258675	-89.308153	30.258675	-89.307493
Bay St SL	Southern	UEBS	BS-7	YES	30.259247	-89.306833	30.259247	-89.306173	30.258675	-89.306833	30.258675	-89.306173
Bay St SL	Southern	UEBS	BS-8	NA	30.259247	-89.305513	30.259247	-89.304853	30.258675	-89.305513	30.258675	-89.304853
Pascagoula	Western	UEPW	PW-1	NA	30.337731	-88.665604	30.337731	-88.664944	30.337159	-88.665604	30.337159	-88.664944
Pascagoula	Western	UEPW	PW-2	NA	30.337731	-88.664284	30.337731	-88.663624	30.337159	-88.664284	30.337159	-88.663624
<b>Pascagoula</b>	<b>Western</b>	<b>UEPW</b>	<b>PW-3</b>	<b>NA</b>	<b>30.337731</b>	<b>-88.662964</b>	<b>30.337731</b>	<b>-88.662304</b>	<b>30.337159</b>	<b>-88.662964</b>	<b>30.337159</b>	<b>-88.662304</b>
<b>Pascagoula</b>	<b>Western</b>	<b>UEPW</b>	<b>PW-4</b>	<b>NA</b>	<b>30.336588</b>	<b>-88.665604</b>	<b>30.336588</b>	<b>-88.664944</b>	<b>30.336016</b>	<b>-88.665604</b>	<b>30.336016</b>	<b>-88.664944</b>
Pascagoula	Western	UEPW	PW-5	YES	30.336588	-88.662964	30.336588	-88.662304	30.336016	-88.662964	30.336016	-88.662304
Pascagoula	Western	UEPW	PW-6	NA	30.335445	-88.665604	30.335445	-88.664944	30.334873	-88.665604	30.334873	-88.664944

Pascagoula	Western	UEPW	PW-7	YES	30.335442	-88.664284	30.335445	-88.663624	30.334873	-88.664284	30.334873	-88.663624
Pascagoula	Western	UEPW	PW-8	NA	30.335445	-88.662964	30.335445	-88.662304	30.334873	-88.662964	30.334873	-88.662304
Pascagoula	Eastern	UEPE	PE-1	NA	30.333642	-88.651054	30.333422	-88.650444	30.333112	-88.651314	30.332892	-88.650704
Pascagoula	Eastern	UEPE	PE-2	NA	30.333212	-88.649834	30.332992	-88.649224	30.332672	-88.650084	30.332462	-88.649464
Pascagoula	Eastern	UEPE	PE-3	NA	30.332772	-88.648614	30.332552	-88.648004	30.332242	-88.648864	30.332032	-88.648244
Pascagoula	Eastern	UEPE	PE-4	NA	30.332582	-88.651574	30.332372	-88.650954	30.332052	-88.651824	30.331842	-88.651204
Pascagoula	Eastern	UEPE	PE-5	YES	30.331712	-88.649104	30.331502	-88.648494	30.331182	-88.649344	30.330972	-88.648724
Pascagoula	Eastern	UEPE	PE-6	NA	30.331522	-88.652074	30.331312	-88.651464	30.330992	-88.652324	30.330767	-88.651714
Pascagoula	Eastern	UEPE	PE-7	YES	30.331102	-88.650844	30.330902	-88.650224	30.330572	-88.651104	30.330352	-88.650494
Pascagoula	Eastern	UEPE	PE-8	NA	30.330692	-88.649604	30.330482	-88.648984	30.330162	-88.649854	30.329952	-88.649234

Fig. 1. Four site Locations (yellow boxes) in Mississippi Sound.

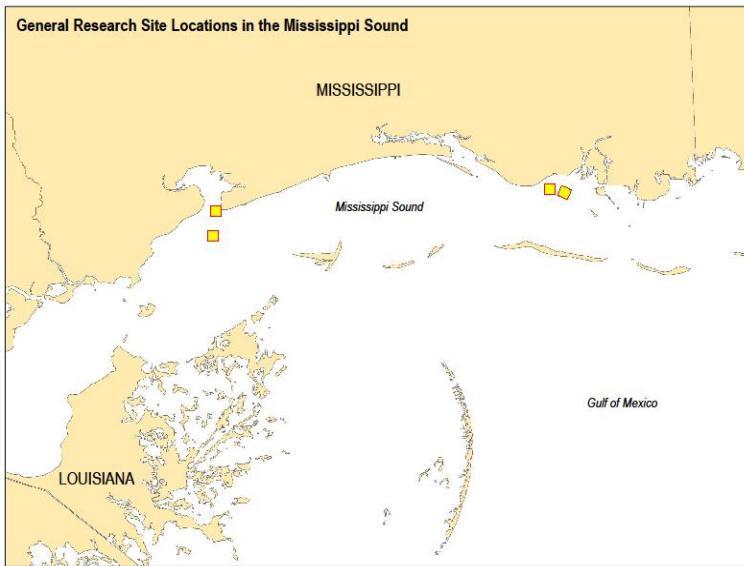
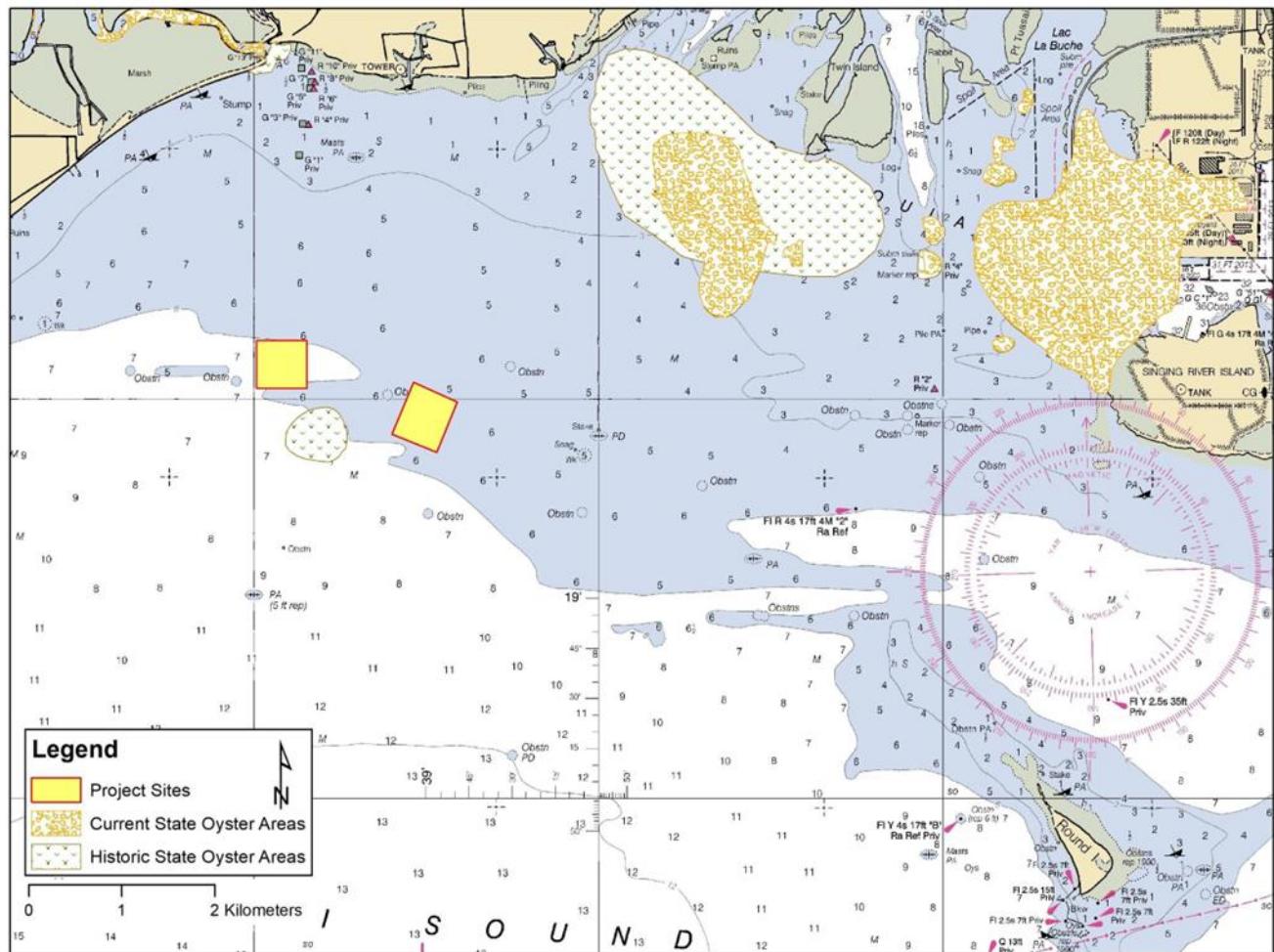


Fig. 2. Site Locations (yellow boxes) in Eastern MS Sound



**Fig 3. Site Locations (yellow boxes) in Western MS Sound**

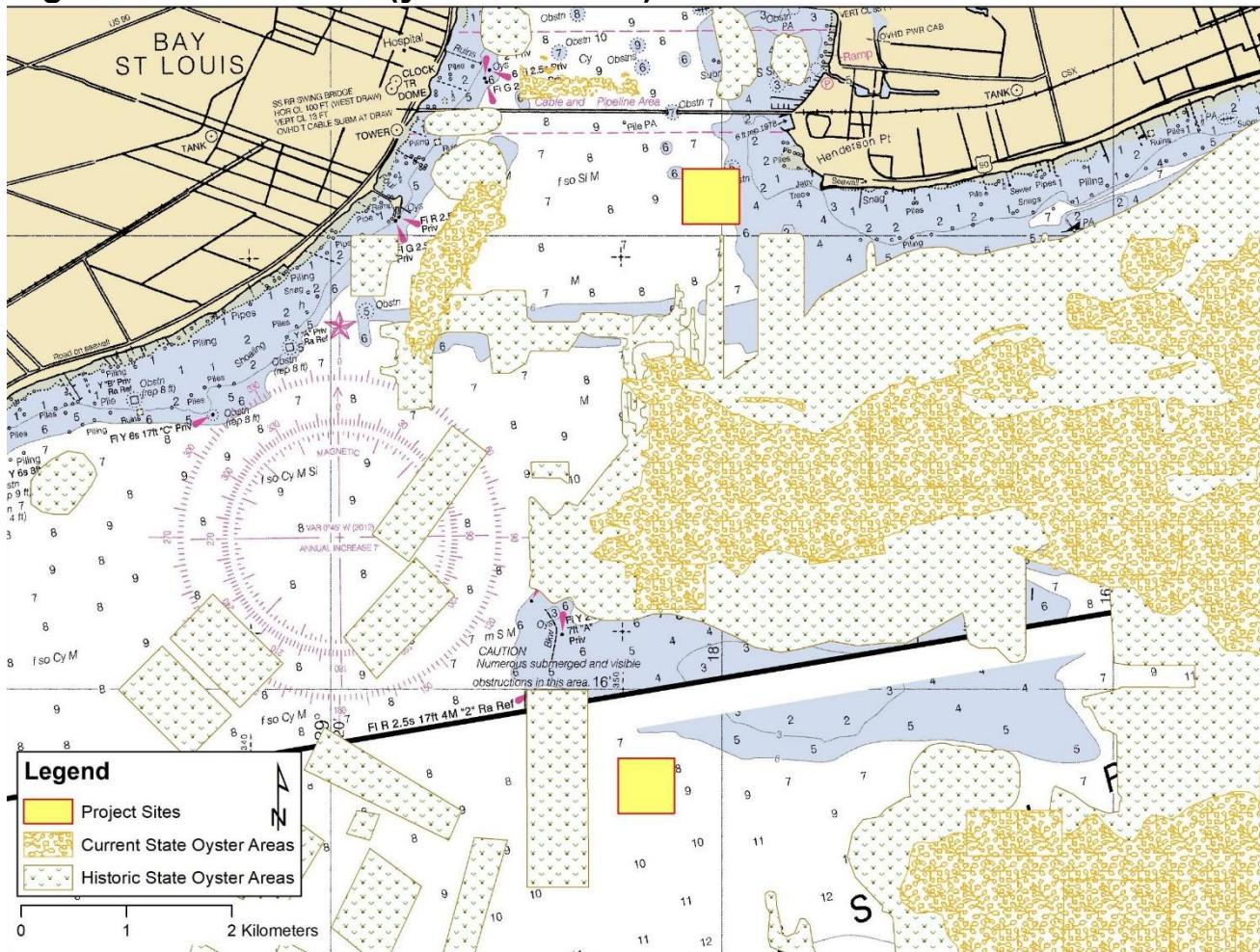


Figure 4. Study design showing plot areas numbered from left to right starting at upper left and going across and down: top row from left to right: Plot 1, Plot 2, Plot 3; middle row from left to right: Plot 4, Plot 5; bottom row from left to right: Plot 6, Plot 7, Plot 8. For this bid, plot areas 3 and 4 are designated for surficial enhancement within each of the four sites. See table 1 for coordinates of site corners and table 2 for coordinates of plot area corners, site diagrams, and treatment designations.

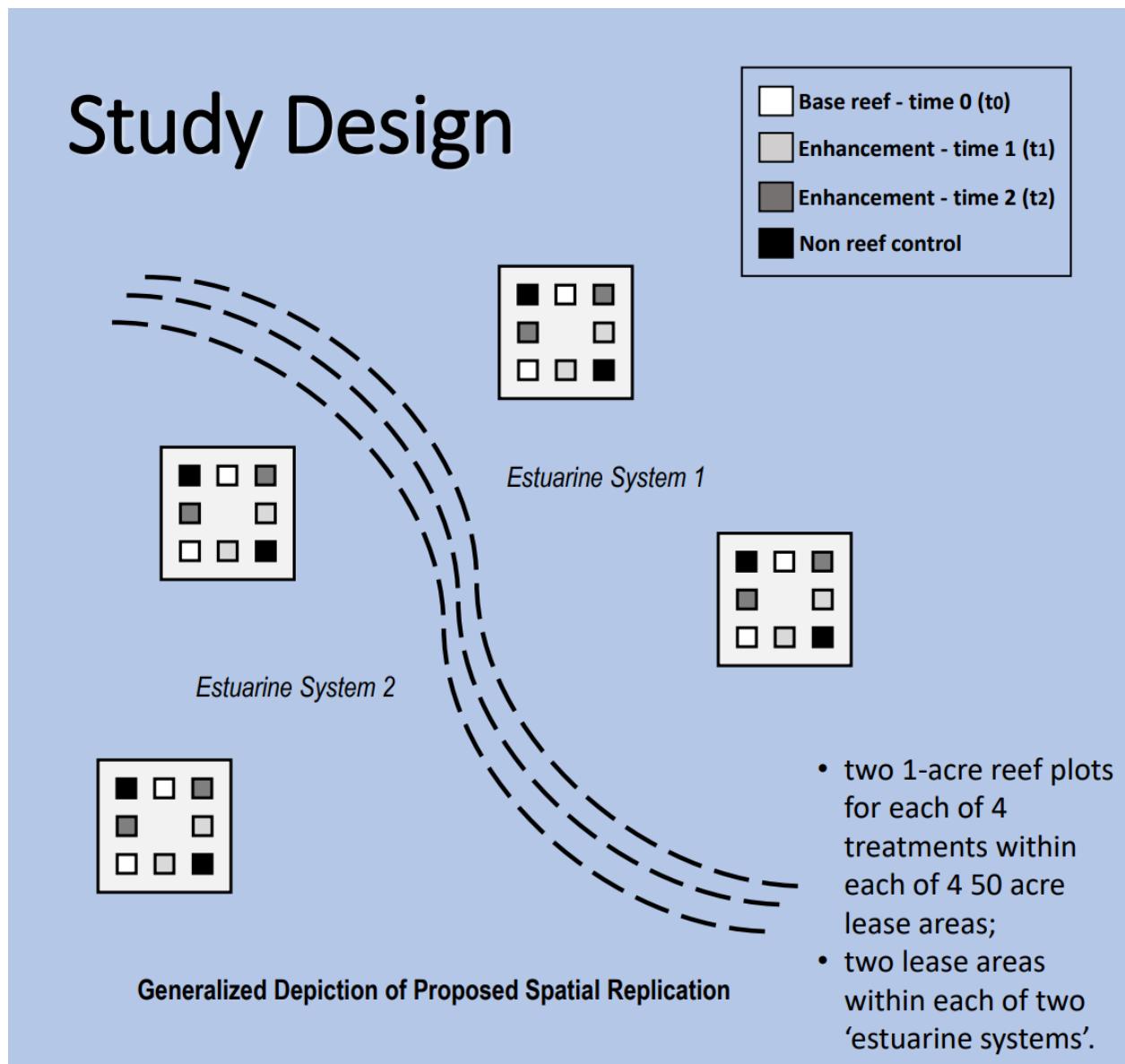
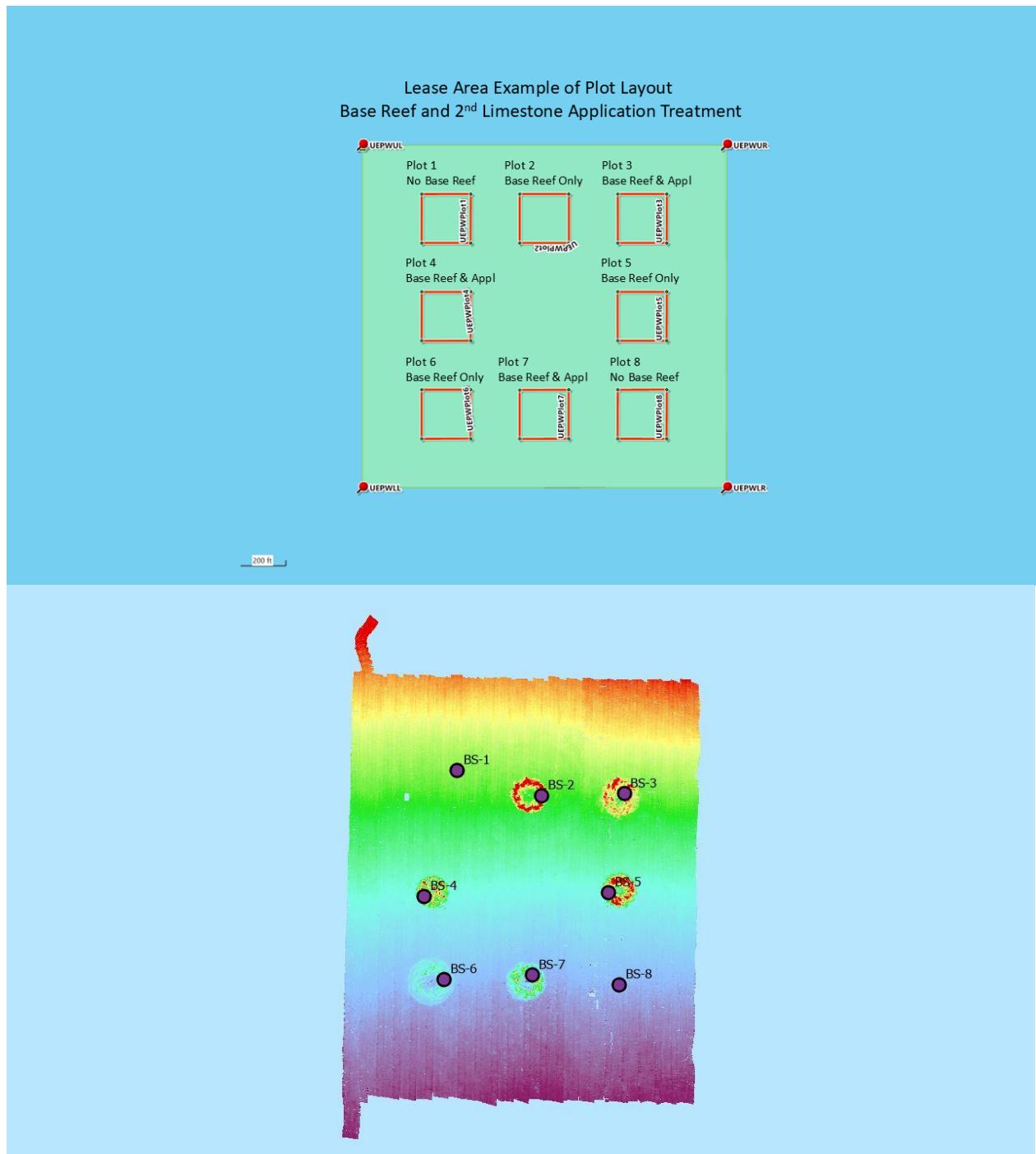


Figure 5a. Example site area UEPW, showing layout and configuration of plots as well as base and treatment applications. This bid pertains to second augmentation treatment for plot 3 and plot 4 at each of the four sites. Relative spatial positions and plot number designations will remain the same across all four site areas. Figure 5b. Side scan sonar of base reef plots at the southern Bay Saint Louis site area. Reef plots are numbered following the standard scheme. Note: Reef plots, BS-1 and BS-8 are reference plots (i.e., bare substrate without base reefs).



## 2.4 CUSTOMER SUPPORT

The vendor should be willing to work with personnel of The University of Southern Mississippi to resolve any technical issues associated with deployment of the material within acceptable tolerances. It is preferred that the vendor can provide technical service through remote access and/or on-site technical support.

## 2.5 SAFETY

Prescribed and appropriate safety procedures should be followed while fulfilling the contract. Emergency stop procedures should be established.

## 2.6 WARRANTY

Bidder warrants that the work performed shall be free from defects in materials used, accuracy and areal tolerance of the substrate applications. Defective or inaccurate completion of the work shall be rectified to the mutual satisfaction of the and workmanship under normal use and service with obligation to repair or replace any parts, which are proven defective, within one year from delivery.

## 2.7 WARRANTY

Each bid shall be accompanied by a Certified Check on a solvent bank or a Bidder's Bond issued by a Surety Company licensed to operate in the State of Mississippi, in the amount of five percent (5%) of the total bid price, payable to the University of Southern Mississippi as bid security. Bidders shall also submit a current financial statement, if requested by the University. The successful bidder will be required to furnish a performance and payment bond in the amount of one hundred percent (100%) of the contract amount. Both bonds shall be signed or counter-signed by a Mississippi Resident Agent.

## 2.8 DELIVERY

Vendor should quote the lead time required for obtaining the materials and conducting the work for the quoted contract. All required materials for the entire project should be acquired as a one-time purchase. Quoted prices should be F.O.B. Destination Freight Allowed.

## **3.0 Points of Contact**

For questions, contact Millissa Weaver at: [millissa.stork@usm.edu](mailto:millissa.stork@usm.edu) or (228) 818-8001

#### **4.0 Submission Instructions to Bidders**

One (1) signed original, two (2) copies, and one (1) portable virus/malware free electronic version (USB jump drive) of the sealed bid response (if electronic copy is not included, USM reserves the right to request an electronic copy of the exact bid response prior to review of the bid), subject to the conditions made a part hereof, will be received by **2:00 PM CDT on Friday, February 20, 2026** in the USM/Gulf Coast Research Lab Procurement office, as indicated in the General Terms, Conditions, and Instructions to Bidders described herein. It is the responsibility of the respondent to ensure that the proposal package arrives in the Procurement Office.

Each bid **must** be submitted in a sealed envelope bearing on the outside the name “Bid # 26-17 University of Southern Mississippi - Lease Area Oyster Reef Plot Augmentation #2,” the name of the Vendor, and the opening date specified on the coversheet.

For US mail, FedEx, UPS, or other express couriers the proposal should be addressed as follows:

The University of Southern Mississippi  
Gulf Coast Research Lab  
Attn: Millissa Weaver  
703 East Beach Drive  
Ocean Springs, MS 39564  
Bid #26-17

Hand-carried responses should be brought to:

USM/Gulf Coast Research Lab  
Attn: Millissa Weaver  
Oceanography Building, Room 148  
Ocean Springs, MS 39564  
Bid #26-17

As an alternative to traditional sealed proposals in envelopes, the University of Southern Mississippi can receive electronic bid responses. While this option is available, it is not required, and we ask that all potential respondents keep in mind that with any electronic system there could be delays or glitches with the submission process; therefore, the University *highly encourages traditional sealed responses* which are either mailed or submitted in person. Additionally, the University will not be responsible for issues with attempted submissions of bids using the electronic method.

**Please note that emailed bids will not be accepted.**

Should a vendor choose to submit their response electronically, please follow the instructions below using the following website:

[https://www.ms.gov/dfa/contract\\_bid\\_search/Home/Sell](https://www.ms.gov/dfa/contract_bid_search/Home/Sell)

On this site you will find helpful links to procurement opportunities, as well as a link to supplier registration. If not already registered in this system, potential bidders will first need to click on 'Supplier Registration' and follow the steps outlined (a one-time process). Once registered, suppliers can return to the original website and click on 'Procurement Opportunities' where they can either search by keyword for the bid they desire to respond to or leave the search box blank and click 'Search' for a listing of all current bids and proposals for the various State of Mississippi offices.

When submitting an electronic bid, the bid must be submitted in "pdf" format and shall contain the same information and forms as required for the paper bids. Electronic bids must be secured with a bid bond. When submitting a bid electronically, the authorized signature shall be an electronic signature or handwritten in blue-ink signature. If an electronically submitted bid has a corrupted attachment, the bid will be considered null and void. When bids are submitted electronically, the requirement for including a certificate of responsibility, or a statement that the bid enclosed does not exceed Fifty Thousand Dollars (\$50,000.00), on the exterior of the bid envelope shall be deemed in compliance by including the same information as an attachment with the electronic bid submittal.

Any bid may be withdrawn prior to scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified will not be considered.

The University of Southern Mississippi reserves the right to accept or reject any or all bids and to waive any formalities.

The University of Southern Mississippi reserves the right to accept or reject optional line items included in the bid response.

Vendors are responsible for examining all specifications, terms, conditions, and instructions of this request. Failure to do so will be at Vendor's risk.

To ensure all interested bidders receive any addenda that may be issued, proposers must email their intent to propose using the Intent to Bid link on the USM Bid Calendar under Bid 26-17 prior to the deadline to submit:

<https://www.usm.edu/procurement-contract-services/current-bids-and-sole-source-notices.php>